

North Tooele City Special Service District

Administrative Control Board Business Meeting Minutes

Thursday, October 22, 2020

Conference Room 224, Tooele City Hall

90 North Main, Tooele, Utah

Board Members Present: Jeff Hammer, Amanda Graf, Jed Winder, Travis Brady, Katrina Call, Maresa Manzione

Others Present: Mike Jensen, Jensen Family Landscaping

Excused: Justin Brady, Tooele City Council
Jim Bolser, Tooele City

Minutes Prepared by Elisa Jenkins

The meeting was called to order by Chair Hammer at 8:02 p.m.

1. Open Forum for Public Comment

No one was present from the public to make any comments.

2. Approval of Minutes from Meeting Held September 24, 2020

Ms. Manzione moved to approve the minutes from the meeting held September 24, 2020.

Mr. Hammer seconded the motion. All members present voted "Aye".

3. Tooele Community Development Representative

Presented by Jim Bolser

Mr. Bolser was excused from the meeting.

4. City Council Report

Presented by Councilman Justin Brady

Councilman Brady was excused from the meeting.

5. Maintenance Coordinator's Report on Past and Present Actions

Presented by Amanda Graf

Ms. Graf gave each board member a copy of the lights within the District that are not working properly and the dates that they were reported to the City. A copy is attached to the minutes as Exhibit A. This year has been slow to have the lights repaired because of the pandemic.

Ms. Manzione said that the light outside her house has been fixed. Ms. Graf said that one of the lights that was reported on September 30, has one of the panels that has been painted black. It is in an alleyway and the homeowner would like if fixed so it would light up her backyard. The previous homeowner must have had it painted because it was bright. Mr. Winder said that Black and McDonald should be able to fix it and charge the District.

Ms. Graf asked if the Board had a chance to look at the two trees that are on either side of the light on 2000 N west of Clemente. It cost the District \$800 this year to have the trees trimmed. She asked if they should remove the trees because of the expense. The consensus of the board was they would like to have the trees trimmed as needed. The board does not want the trees taken out.

Mr. Winder informed Mike that the Board asked Chris at the last meeting to replace the fence paneling on 400 West that was knocked out a few years ago by a wind storm. Mike said he would take care of it.

Ms. Graf stated that during the last NTCSSD meeting there was some discussion by Councilman Brady that indicated that Mayor was looking at taking care of the cost of the maintenance along the Perry homes subdivision on 400 West.

Mike has been talking to Darwin and he understood that as well. Mike said that he is waiting for the sod on 400 W, and he is hoping he will get it next week. Mike said that he has been doing some gopher control along 400 W. Mike also stated that he has started mowing the park strip on the furthest northwest of 400 W, and 400 W on the south side of the bridge, and the detention basin. He noted that the District has agreed to mow the detention basin and the City will water it. He asked who will do the fertilizer and pest control? The board indicated that the District is responsible for the maintenance.

Mr. Winder asked if Mike knows why the road is dug up on 1500 N. Mike said that the water meters were installed on each side of DiMaggio and the City ran a sleeve under the road so Mike could run their sprinkler wire. There was an electrical contractor that came and decided to use the sleeve to run his wire. Mike said that he spent two days trying to find the pipe. The electrical contractor will now have to run a new sleeve and will have to dig up the road to install it.

Ms. Graf noted that Mr. Hammer sent an email saying that the City is not going to take care of the roots that are uplifting the sidewalk on 2000 N. It is the responsibility of the District to take care of the tree. Ms. Graf asked if Mike can chop the root down. Mike said he could take care of replacing that part of the sidewalk and will look at the tree. The tree could cause some damage if it fell. Mike said he will call the nursery and get their opinion on cutting the root. Amanda said that it could be a liability, if the sidewalk is not taken care of. It is in a high traffic area. The Board will make a decision at the next meeting based on what Mike finds out.

Mike asked if he needs to plow the sidewalk around the south detention basin and north detention basin where there are no homes? The board said he shouldn't need to plow around the south detention basin yet. Ms. Manzione said that the Hallmark homes detention basin is the City's responsibility so the District should not have to maintain it. The District needs to maintain the south detention basin. Mike will watch it and see how it goes, not sure if people will be walking on it yet.

6. Treasurer's Report

Presented by Travis Brady

a. Status of Budget/Expenses for Fiscal Year 2020

Mr. Brady emailed a copy of the Combined Income Statement, Budgets, and Account Balances to the Board members prior to the meeting. A copy of this is included with these minutes as Exhibit B. Mr. Brady reviewed the statements with the board. He noted that they budgeted \$13,000 for water this year and they have already spent \$17,000. He said there will probably be one more month of water. The board will continue to monitor the water with the tax increase for this year and a they will probably have to have another tax increase next year. If the City takes care of some maintenance on 400 West that will help with the water cost. Mike said that the water can now be turned off now for the winter. Mike still needs water where he is putting sod on 400 W but that area does not have a meter yet. Mr. Brady also said that he will be moving out of the district in December. He said that if the Board would like to pay him as a contract CPA, he could keep doing the finances for the board. He will come with a proposal at the next meeting.

Vice Treasurer's Report

Presented by Jed Winder

b. Approval of Invoices and Reimbursements

Mr. Winder presented the following invoices for payment:

- Elisa Jenkins in the amount of \$88.00 for secretarial services.
- Utah Association of Special Districts for the District's annual renewal in the amount of \$77.00.

Ms. Manzione moved to approve the invoices as presented. Mr. Brady seconded the motion. All members present voted "Aye".

7. Vacant Board Position Recommendations

Presented by Jeff Hammer

Mr. Hammer noted if Mr. Brady is moving out of the District, they could take both candidates interested in being on the board, because that would leave another vacancy. Brian Roth and Rachel Harris have applied for the board vacancy.

Ms. Manzione said it is a good long-term solution to have Mr. Brady continue what he is doing because he would be independent of the board. Ms. Graf asked if the board should ask Mr. Roth if he would be interested in doing taking care of the finances for the Board. Ms. Manzione noted that having a city employee do the finances could be viewed as a conflict of interest. Brian Roth is a City employee. The board would have to change the bylaws if they want fewer board members. As of now the bylaws state that the NTCSSD is a seven-member board.

Ms. Graf moved to recommend to the City Council appointing Rachel Harris and Brian Roth to the board of the NTCSSD in January. Ms. Manzione seconded the motion. All members present voted "Aye".

8. Chair's Report

Presented by Chair Jeff Hammer

Mr. Hammer noted that everything he was going to discuss was discussed earlier in the meeting.

Mr. Hammer reminded the board that the next meeting will be held November 19, at 8:00 p.m.

9. Adjourn

Ms. Manzione moved to adjourn the meeting. Ms. Graf seconded the motion. All members presented voted "Aye". The meeting adjourned at 8:50.

Minutes approved this 19 day of November 2020.